



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: Approx. 20 hours/week, for 6 to 8 months. 450 or 675 hours total.

Application Deadline: Sept. 5, 2009

Service Dates: ASAP to February or March 2010. Dates are flexible.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled.

Position Title: LINKS Integrated Services Volunteer (1 position)

Project Sponsor: Oregon Coast Community Action

Sponsoring Organization's Mission: Empowering people to work toward social and economic justice and independence.

Project Location: 2110 Newmark Center, Coos Bay, OR

Transportation Information: Located on the local bus route, Coos County Area Transit (CCAT)

Position Summary: To increase access for customers and families in need throughout Coos and Curry counties by assisting to integrate all direct services of ORCCA – this will allow more families in need to receive crisis and other services.

General Responsibilities (to include, but not limited to):

1. Increase access for customers and families in need by assisting to integrate all direct services of ORCCA.
2. Assist integration by working closely with division directors and identifying barriers to integrated services.
3. Facilitate discussion between program directors toward integrating services to help families in need.
4. Serve as an active team member in all ORCCA activities and meetings.
5. Assist with community outreach to potential clients.
6. Assist to evaluate customer service of ORCCA programs through survey tools.
7. Re-evaluate current methods for service delivery and work with ORCCA staff to create new.
8. Assist in developing tools and processes to ensure customers are made aware of all ORCCA resources available to them.
9. Assist in office coordination of tasks, records, data entry, and other necessary duties.
10. Develop clear program policies and procedures to ensure sustainability after position ends.
11. Perform other duties as assigned.
12. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
13. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
14. Wear an appropriate LINKS identifier and required safety gear while performing service or attending events.

Requirements:

1. LINKS members must be at least 17 years of age. High School students encouraged to apply.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Regular and reliable attendance is a requirement of the position.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check (for both ORCCA and AmeriCorps).
7. Willing to sign confidentiality agreement.
8. Driver's license or access to reliable transportation. Good driving record & proof of insurance preferred.
9. Ability to work in excess of eight hours per day and during evenings as required.
10. Ability to sit for as long as four hours at a time.
11. Be able to speak in public, write letters/reports, willing to work with others.

Preferred Qualifications/Skills:

1. Experience in public speaking and working on team projects.
2. Excellent understanding of grammar and basic business writing skills.
3. Customer Service experience (to help in working with clients)
4. Excellent phone etiquette and professional manners
5. Understand how to use business software (Microsoft Word, Excel, etc), email, the World Wide Web.
6. Must be able to work in a fast paced environment.

7. Some college courses in business, social work, human services or other topics.
8. One business reference and a personal reference.

Member Benefits Include:

- Free tuition waiver may be available for higher education opportunities. *Find out more from ORCCA AmeriCorps Supervisor Hallie Winchell, at (541) 888-7108.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,250 (450 hour term) or \$1,800 (675 hour term). The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Professional development and training opportunities, potential course/internship/practicum credit, and benefit from gaining professional experience in a mid-size nonprofit organization.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to halliew@orcca.us (Make sure to put LINKS application in the subject line)

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Hallie Winchell, Development Coordinator, (541) 888-7108 or halliew@orcca.us.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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